



JOB DESCRIPTION

Title: **METERING SUPERVISOR**
Department: Power
Class Code: 3310
FLSA Status: Non-Exempt
Effective Date: July 1, 1982 (Rev. 07/2008)
Grade Number: 27

GENERAL PURPOSE

Under general supervision from the Engineering Manager, performs supervisory work, meter installation and meter testing calibration, programming of electronic meters, and instrument transformer metering installations.

EXAMPLE OF DUTIES

- *-- Responsible for all power system revenue metering (residential, commercial, and industrial) for proper application and accuracy.
- *-- Supervises Metering Technicians, assists in hiring, training, evaluating, and disciplining employees.
- *-- Supervises and assists in metering operation to include testing accuracy of meters; testing burden on instrument transformers; programming electronic commercial and residential meters.
- *-- Supervises and assists in installation of current transformers and potential transformers; checks voltages; reads and interprets charts; determines power factor charges; calculates and estimates bills from damaged meters; monitors and investigates theft of power.
- *-- Responds to customer concerns and questions regarding metering and power supply issues or problems. Programs, installs and downloads recording voltmeter. Prepares charts and graphs and discusses problems with engineering staff for resolution of power supply problems.
- *-- Prepares specifications for the purchase of meters, wire, switches, etc. that are required for metering.
- *-- Troubleshoots power system metering and customer complaints to satisfactory conclusions.

- *-- Enforces all city and department rules and policies, and in particular, all applicable city, state and federal safety rules and regulations.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school plus four (4) years of combined experience in installation of services, and commercial and residential meters; meter testing, repair, and data analysis; instrument transformer metering; and required completion of a four (4) year accredited metering, lineworker, or equivalent school program.

Special Requirements

- Must possess a valid Utah Driver License.
- Cannot be color blind (due to safety issues related to color coded electronic wiring and components).

Necessary Knowledge, Skills and Abilities

- Considerable knowledge in power meter installation; considerable knowledge in programming, testing, repairing and calibration of mechanical and electronic meters.
- Skill in practicing power safety techniques.
- Skill in planning, supervision, staffing and directing.
- Ability to make quick, accurate mathematical calculations; ability to create effective working relationships with employees and the public; ability to effectively motivate employees to work; ability to communicate effectively, both verbally and in writing.

TOOLS & EQUIPMENT USED

- Applicable PC computers and software applications, various hand tools, radio, phone, and other equipment pertaining to this position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to sit, and to reach with hands and arms. The employee is constantly required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to stoop, kneel, crouch or crawl; talk or hear.
- The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, ambient air, temperature extremes, traffic, and risk of electrical shock.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.